

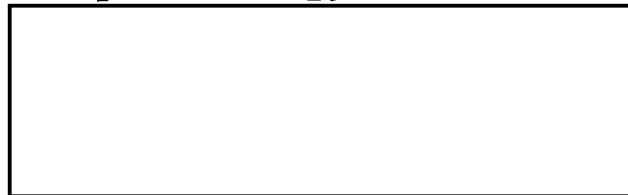
File: *5 DP*
X - see ~~22/18~~ *DB/S*

9 April 1963

MEMORANDUM FOR THE RECORD

Subject: Survey of the Registry Operations, WH Division

1. On 20 March 1963, [redacted] WH Division, asked me if the Records Management Staff would undertake a Survey of the operations of their Registry. He said that he had discussed this matter with [redacted] Chief, RI who had suggested that he call me. STAT
2. On 26 March, I discussed this Survey with [redacted] in detail and advised him that we would begin the Survey on 1 April 1963 and that [redacted] would undertake it. He said the basis for requesting the survey was due primarily to what appeared to be an excess amount of overtime being performed every pay day. For instance, the Chief of the Registry, GS-9 has been working exactly 40 hours overtime every pay period. It was his observation also that despite the large amount of overtime, there appeared to be considerable inactive time in the Registry during the day. STAT
3. I advised him that we should begin this Survey on 1 April. In the meantime, I suggested that he advise [redacted] who is the Records Management Officer for DDP that we would make the survey. I also suggested that he advise the personnel in the Registry of the survey. He said that he had discussed this with [redacted] Chief of the WH Division and that he was in favor of the Survey. STAT
4. I discussed this survey with [redacted] on 26 March and he saw no reason why we should not proceed with it. STAT



Chief, WH Support Staff/DDP

29 April 1963

Chief, Records Management Staff/DDG

Survey Report of WH Registry

1. Attached is a Survey Report of the WH Registry prepared by [redacted] of this staff in accordance with your request. The report includes a comparison study of WH, EE, WE, and NE Registries, a report of overtime by WH Registry personnel and seven recommendations for improving registry activities.

STAT

2. One of the recommendations proposes the discontinuance of daily overtime and a reduction of Saturday coverage to a five-hour period. The others propose changes in control and maintenance procedures for cables and dispatches.

3. I wish to extend my appreciation to [redacted] and her staff for their assistance and cooperation to [redacted] during the fact finding phase of this survey. If any further assistance is needed, please call me.

STAT

STAT

STAT

Attachment

[redacted]

STAT

2 copies of Survey to DDP/WH